



# District of Columbia Air National Guard

## Dual Technician/AGR Announcement

Announcement Number: Tech 05-074/AGR 05-370



<b>APPLICATION MUST BE FORWARDED TO:</b>  Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 <b>APPLICATION MUST BE RECEIVED BY:</b> 29 July 2005/1600 HRS	<b>OPENING DATE:</b> 29 June 2005	<b>CLOSING DATE:</b> 29 July 05
	<b>Position Title, Series, Grade, Salary Range</b> Human Resources Asst (Mil) 80435000 GS-0203-07 \$35,452 - \$46,088	
	<b>Maximum Military Rank:</b> MSgt Selectee will be assigned to a compatible military position.	
	<b>Military Duty Assignment:</b> 3S0XX	
<b>Position Location:</b> JFHQ, DCANG Andrews AFB, Maryland	<b>Appointment Status</b> [X] Excepted [X] Enlisted [ ] Officer [ ] Competitive	
<b>AREA OF CONSIDERATION:</b>  (Individuals who possess the necessary qualifications for military membership in the DCANG) <b>TECHNICIAN:</b> Group III <b>AGR:</b> AGR Resource Available <b>Permanent Change of Station:</b> Relocation expenses only applies to AGR		
<b>Special Remarks:</b> <a href="http://www.dancdr.ang.af.mil">www.dancdr.ang.af.mil</a> <b>PROJECTED VACANCY</b>		
<b>INSTRUCTION FOR APPLYING:</b> This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, AFSC/SSI and military grade. All submitted documents must be current. <b>No binders please.</b> <b><u>If you are applying under the Technician Job Announcement the following documents are required:</u></b> 1.) OF612, SF171 or a Resume 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper. <b><u>If you are applying under the AGR Job Announcement the following documents are required:</u></b> 1.) NGB34-1, dated Oct 2002 2.) RIP (Report of Individual Performance) 3.) DD 214 4.) ANG Fitness Assessment Results 5.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.		
<b>Condition of Employment:</b> <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.		
<b>Technician Employment Questions:</b> Contact Debbie Cawley at 202-685-9760 or DSN 325-9760.		
<b>AGR Employment Questions:</b> MSgt Stepfaine Bowman, Human Resource Assistant can be reached at 202-685-9772 or DSN 325-9772.		
<b>Evaluation Process:</b> Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume and NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
<b>Equal Employment Opportunity:</b> All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



# The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

**Technician Announcement Number: 05-074**

**AGR Announcement Number: 05-370**

**Position:** Human Resources Assistant (Mil), GS-0203-07, 8043500

**Brief Description of Duties:**

Performs clerical and technical work assignments involving difficult and challenging problems and involve results, decisions, and recommendations which significantly affect the military career of individuals. Maintains/reviews service records for accuracy. As a procedural authority, reviews and analyzes records and reports on a variety of cases, including special action cases such as fraudulent enlistments, assignments or schools with special requirements, removal from active or inactive status, conviction by civil authority, selective retention, and awards and decorations. Provides clerical support to ensure efficient office operations. Maintains and administers multiple support budgets for the State Headquarters. Processes orders to include preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations. Controls access to the Assistant AG, Chief of Staff, and the Support Services Officer. Reviews incoming correspondence, publications, regulations, and directives, which may affect the supervisor, or programs within the supervisor's purview. Performs other duties as assigned.

**Qualifications:** GS-07

**General Experience:**

Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulation, procedures, and programs.

**Specialized Experience:**

Must demonstrate twelve (12) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

**Knowledge, Skills and Abilities (KSA's) Statements**

- A. Knowledge of military personnel policies, precedents, regulations, and procedures and ability to interpret and apply them to complex cases.
- B. Ability to compile information and prepare reports by retrieving and formatting information available from various sources.
- C. Skilled in communicating orally and in writing and to deal cooperatively with others to obtain needed information.
- D. Ability to research, select, interpret, and apply rules, regulations, and procedures.

**Current Unit assignment, AFSC/SSI and Military grade must be included on application.  
Incomplete applications will not be considered for employment.**